AZELLA Reassessment Test Training
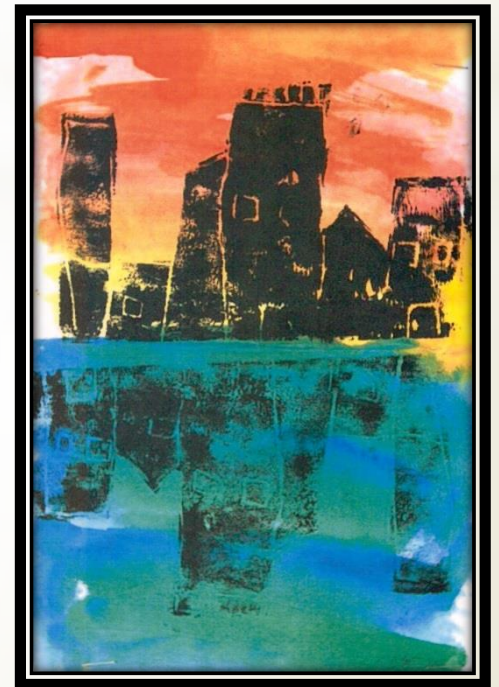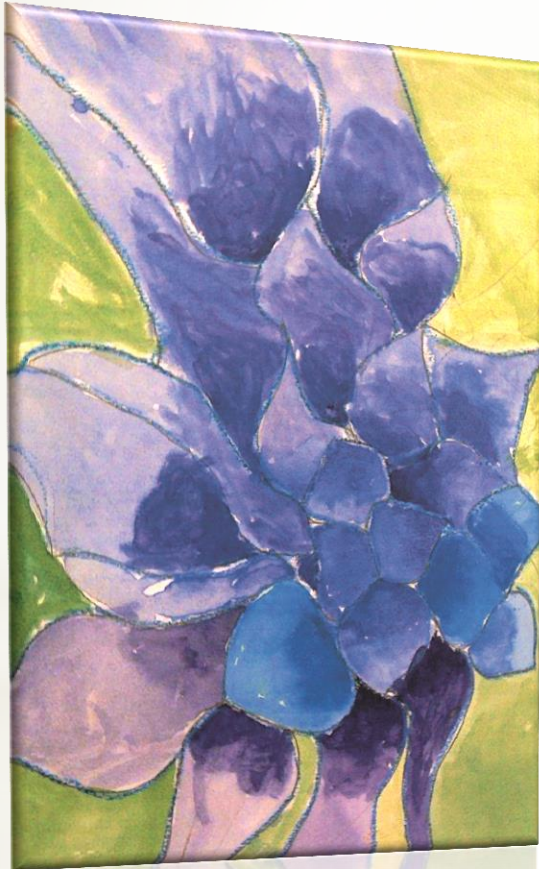
Session 2

* **Test Administration Staff**

* **Test Administration Materials**

* **Test Administration Overview**

* **Test Preparations and Administration**

Test Administration Staff

Test Administrator Staff

Test Administrators and Proctors

* Trained by the District Test Coordinator in correct test administration protocol and security procedures

* Employed by district or charter

* Proficient in English

* Must be one of the following

  * Highly Qualified Teacher

  * Certified Staff

  * Paraprofessional

  * Retired Teacher

TAD

Test Administrators Staff

Training Test Administrators and Proctors

The training must include the following:

* Reviewing the test security procedures

* Completing the [Test Security Agreement](#) form

* Reviewing the test administration procedures

* Providing staff with directions on procedures for the Pre-ID Labels

* Reviewing procedures for bubbling student demographic data

* Reviewing procedures for handling unexpected or unusual situations

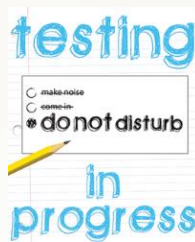TAD
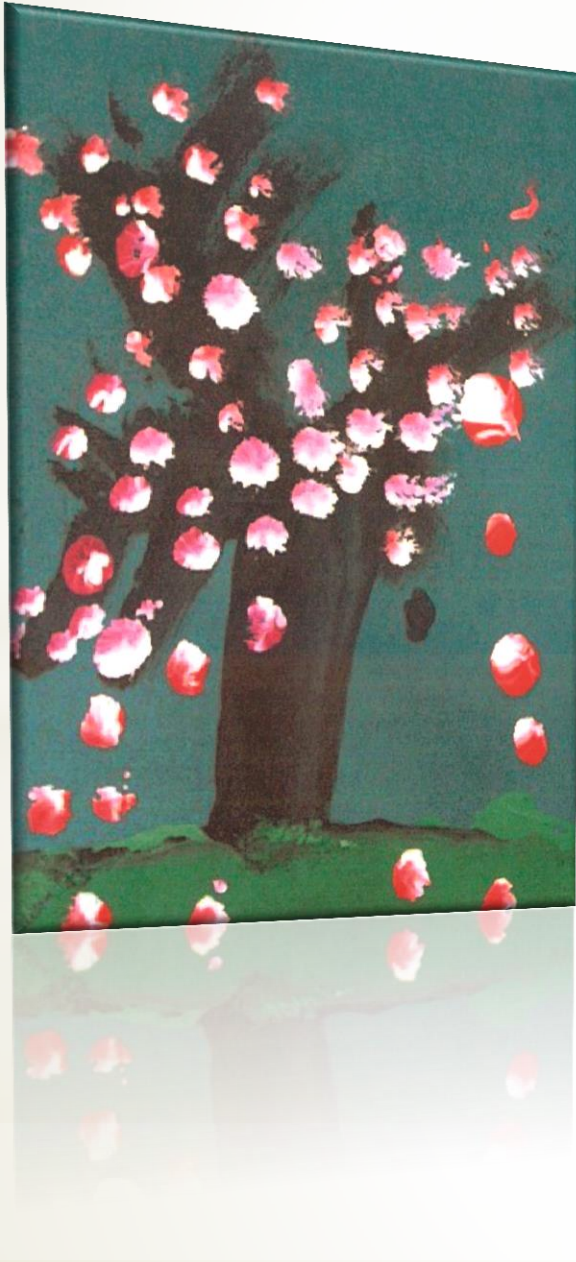
Testing Administration Materials

School Provided Materials

Your list:

* Sharpened No. 2 pencils with erasers (no mechanical pencils)

* Pencil sharpener or additional pencils

* "Testing – Do Not Disturb" signs

* CD player or computer

* Blank or lined scratch paper

* DVD player or computer

* Landline speaker telephone(s)

TCM

State Provided Materials

When not in use, all State Provided materials MUST be kept in secure, locked storage.

Student Test Books, Speaking Test Books, Student Answer Documents for Stages III, IV, & V

Listening CD & Demonstration DVD

Test Administration Directions (TAD)
Test Coordinator Manuals (TCM)

Shipping Materials

Pre-ID Labels & Roster

TCM

Test Administration Overview

Administration Order and Times

Stages I - V

The tests for **Stages I – V** will require a one-day or two-day administration and **must** be administered in the following order:

1-Day Test Administration		2-Days Test Administration	
Session 1: Listening Session 2: Reading Session 3: Writing Session 4: Speaking	**Day 1**	Session 1: Listening Session 2: Reading Session 3: Writing	**Day 1**
		Session 4: Speaking	**Day 2**

- Breaks must be provided between sessions.
- Students must be allowed to complete the test.

TAD

Administration Order and Times

Session/Domain	Estimated Times
Session1 Listening	Stage I: 20-45 minutes Stage II: 30-45 minutes Stage III: 35-45 minutes Stages IV-V: 40-50 minutes
Break	
Session 2 Reading	Stage I and II: 30-60 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 3 Writing	Stage I: 30-90 minutes Stage II: 30-75 minutes Stages III-V: 45-90 minutes
Significant Break	
Session 4 Speaking	Stages I and II: 24-27 minutes Stages III-V: 27-30 minutes

Plan testing times accordingly

TAD

Universal Test Administration Conditions

* Testing in a small group, one-on-one, or in a separate location.

* Being seated in a specific location or sitting at special furniture.

* Having the test administered by a familiar Test Administrator.

* Using a special pencil or grip.

* Allowing students to use glasses, magnification, color overlays, and special lighting.

* Allowing students to use hearing aids and amplification devices.

* Allowing students to wear noise buffers after the scripted directions have been read for the Reading and Writing sections.

* Repeating scripted directions upon request.

* Answering questions about scripted directions.

TAD

Monitor Student Testing

Test Administrators and Proctors should:

* Supervise the room at all times.

* Answer students' questions that pertain only to the clarification of test administration directions.

* Verify that students are marking their answers or writing their responses in the proper locations and using only No. 2 pencils only.

  * Students should not be marking in the blue areas of the Stages I and II Test Books and the Stages III – V Answer Documents.

    PLEASE DO NOT WRITE IN THIS AREA   SERIAL # 0794545

* Collect student testing materials when finished.

TAD
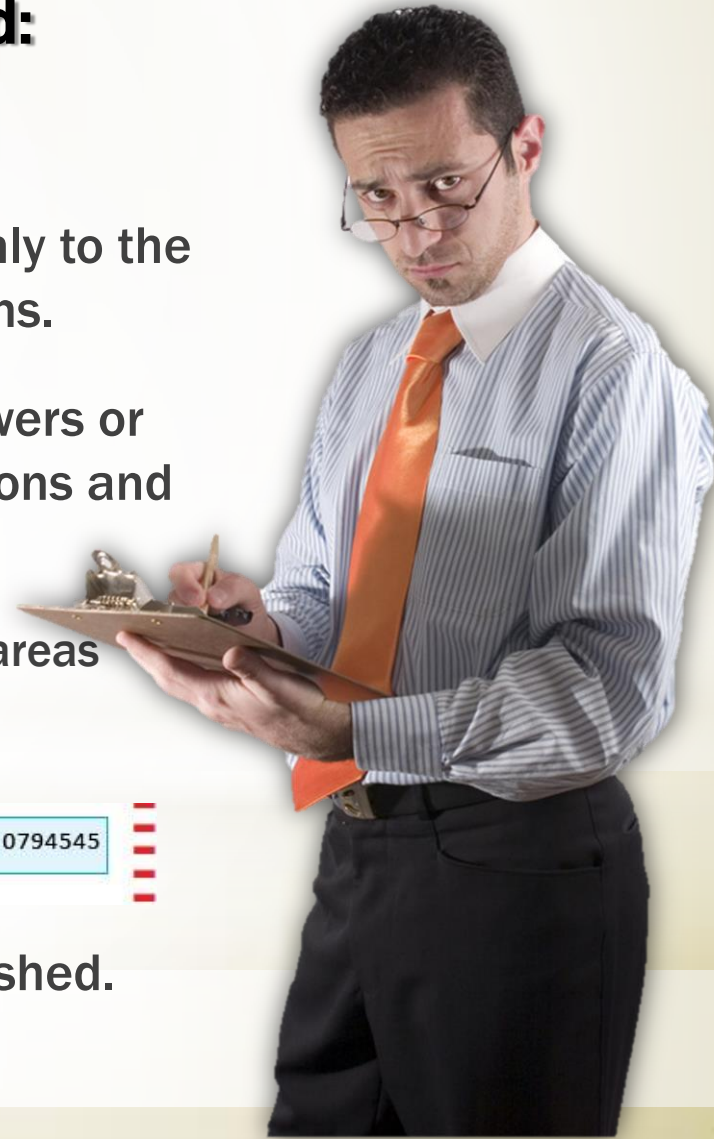
Testing Precautions

Spring 2016 AZELLA materials only

No photocopies
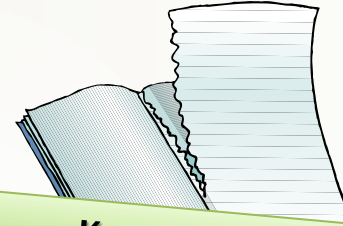
Keep Answer Documents intact

Do not allow students to mark on the red timing marks

No glue, sticky notes, tape, or staples

No loose paper in Answer Documents

No correction fluid

Graphite-based No. 2 pencils only

Do not return contaminated materials

TAD

Unacceptable Resources

All personal electronic devices need to be silenced or turned off and put away during the entire testing session.

If a student is observed using an unacceptable resource, remove the unacceptable resource and allow students to continue testing.

TAD

Students Who Have To Leave

* Only 1 student may leave the testing room at a time.

* All test materials must be collected when the student exits.

* Students must be allowed to finish testing upon their return.

TAD

Disruptive Students

Disruptive students are students who:

* Cause a disturbance while testing.

* Refuse to participate.

* Give help to, and/or receive help from, others.

* Engage in unacceptable classroom behavior.

Separate the disruptive student from the other students and, if possible, allow him or her to continue testing in a different location.

TAD
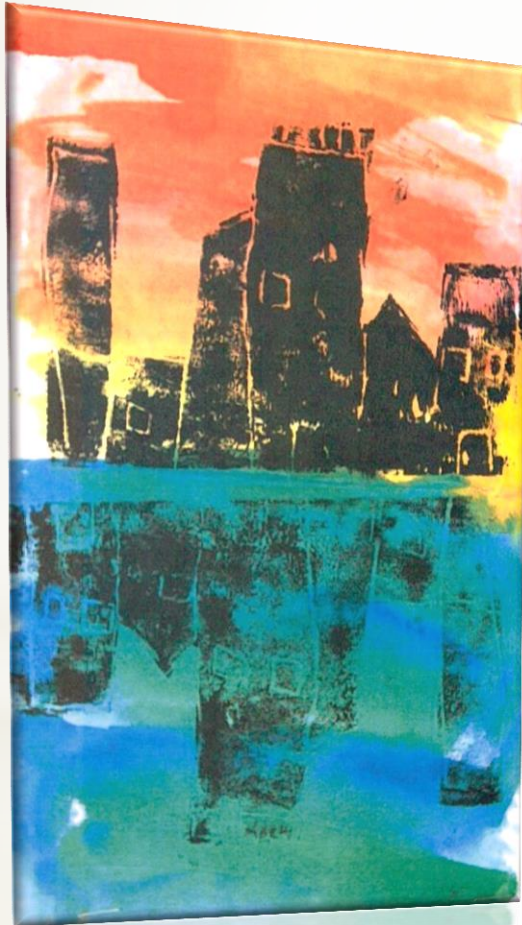
Testing Preparations and Administration

Placement of Pre-ID Labels
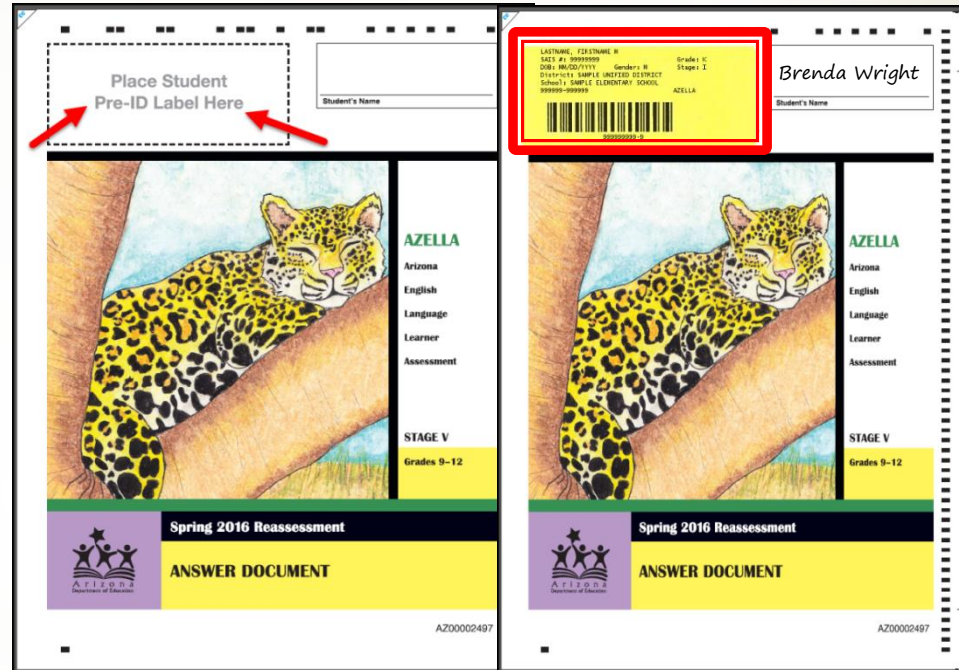
* Confirm students are still enrolled in your schools before using their label.

LASTNAME, FIRSTNAME M
SAIS #: 99999999   Grade: K
DOB: MM/DD/YYYY   Gender: M   Stage: I
District: SAMPLE UNIFIED DISTRICT
School: SAMPLE ELEMENTARY SCHOOL
999999-999999   AZELLA

999999999-9

**Pre-ID Label
Use on the FRONT cover**

* Used an incorrect Pre-ID Label

  * Do NOT mark the label in any way.

  * Do NOT attempt to remove the label.

  * Apply a blank label over the incorrect label and bubble-in the student demographics

TAD

Do NOT mark the label -
if incorrect, cover it with a BLANK label and
fill-in the Student Demographics Data Grid

Student Demographic Data Grid

For students **without** a Pre-ID Label, complete the demographic data information on the back of the Test Books (Stages I and II) or Answer Documents (Stages III-V)

Name and birth date MUST match what appears in the state student data system

MUST use leading zeroes for SAIS IDs fewer than 8 digits

Student grade MUST be filled in

TAD

Testing Rooms

A comfortable environment

Quiet and distraction-free
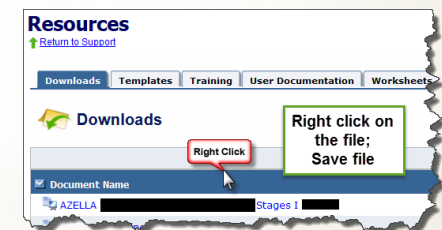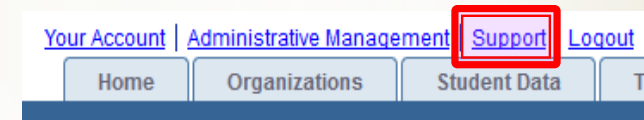
No visual aids visible

TAD

Preparing for the Listening Test

Accessing the Listening audio files:

1. Using the Listening CD; or

2. Downloading the Listening audio file.

   * *PearsonAccess > Support > Downloads > Right-click Listening audio file*

   * Available ONLY February 5 – March 25, 2016

* The Listening CD and the downloadable audio files are **secure materials** and should be treated as such.

* **All** downloaded Reassessment Listening Test audio files **MUST be removed** after Reassessment Testing is completed

TAD

Administering – Listening Test

Verify that the Stage specific Test Book or Answer Document matches the Listening CD or Listening audio file before beginning the test.

Follow the explicit directions for the Listening test.

* Replaying is prohibited unless there was a disruption.

* Use the pause button to provide additional time for student to answer questions.

TAD

Preparing & Administering - Reading and Writing Tests

There are no specific preparations for the Reading Session.

For the Writing Session, students will need:

* Lined or unlined scratch paper.

* Extra, sharpened No.2 pencils with erasers.

Follow the script **exactly** when administering the tests.
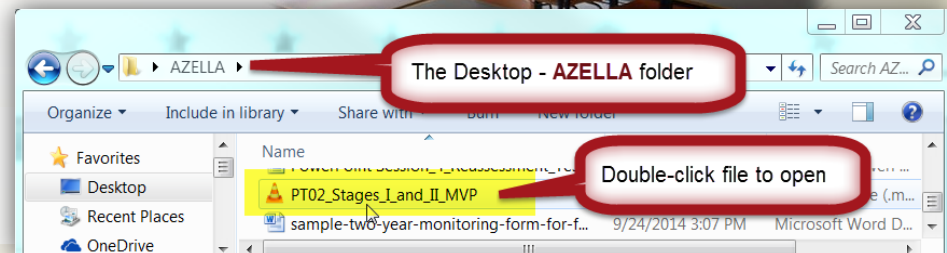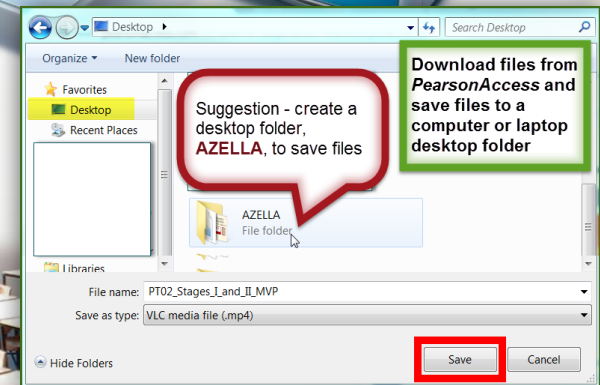
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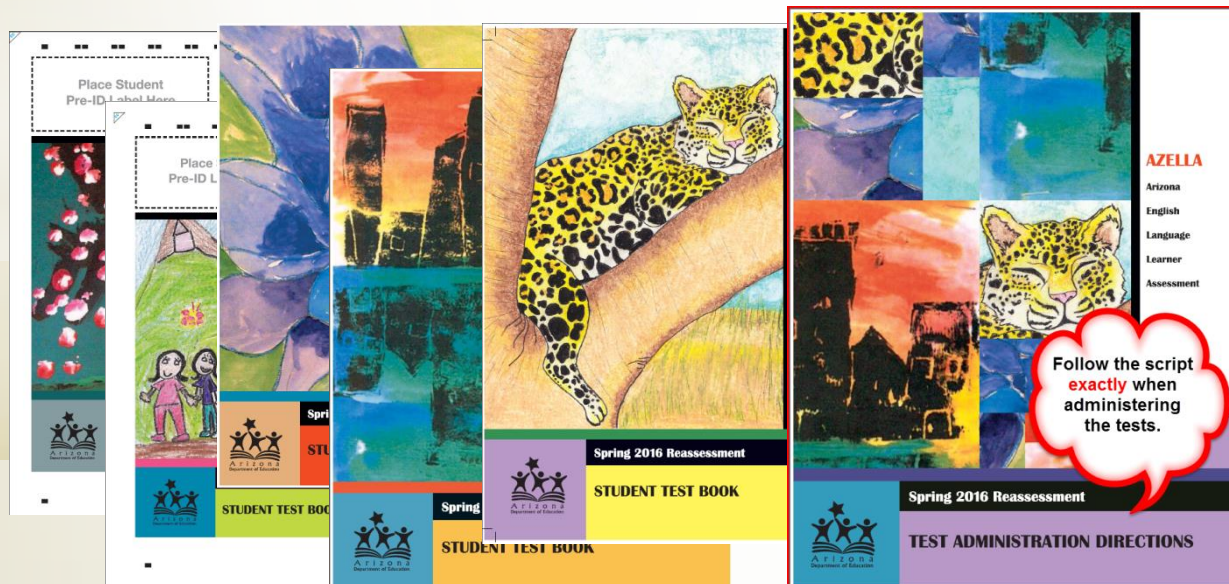
Preparing for the Speaking Test

The Speaking demonstration video can be accessed by:

* Using the DVD.

* Downloading from *PearsonAccess.*

The video may be shown:

* Before or after any of the 3 previous sub-tests.

* To large or small groups of students or one-on-one with a student.

* Multiple times.

TAD

Preparing for the Speaking Test

Speaker Telephone

* The telephone should be located in a quiet room.

* Check telephone connection and the volume of the speaker.

* Verify that a toll-free long distance call can be made.

* Adjust volume as needed.

TAD

Administering – Speaking Test

Administering the Speaking Test

* The Speaking test **must** be the **last** sub-test administered.

* All students will participate in an individual practice session.

* A unique Speaking Lithocode is required for the Speaking session. The test will only begin after the Lithocode is entered correctly twice.

* During the test, avoid background noise.

* After the completion of the Speaking Test, do NOT hang up the phone until the message has been heard to do so.

Test Administrator completes this section

Speaking Test Completion Date/Time: _____
Test Administrator's Name: _____

Test Information

Stage III

Grades 3–5

The Speaking Test Lithocode is printed in the shaded box below.

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

TAD

Successful Speaking Test

Students should:

* Leave the telephone alone.

* Refrain from making unnecessary noises.

* Remain still during the test.

* Speak in a clear, audible voice.

Test Administrators should:

* Remain quiet during the test.

* Use hand gestures to communicate with the student.

TAD

Retaking the Speaking Test

In the rare occurrence that the call is interrupted due to technical issues, fire alarms, or other emergencies, students may retake the Speaking test using the same Lithocode.

If something disrupts the testing:

* Hang up

* Call the testing phone number

* Enter the Lithocode

* Begin the test over again

Do NOT hang up until the recording indicates the test is over.

TAD

Reusing a Lithocode

If the Speaking Test is interrupted, document the following:

❑ **Date and time interruption occurred**

❑ **The nature of the interruption**

❑ **Test Administrator's initials**

❑ **New date of Speaking Test administered**

You do NOT need to request a new Lithocode.

Session 2 is completed.
Close this presentation and then:

- Select the "Session 2 Reviewed" **button**, and
- Complete the verification of completion, and
- Continue with Session 3